

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

February 20, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NO. 2 TO AGREEMENT NO. 74139
AND AMENDMENT NO. 2 TO AGREEMENT NO. 74140
FOR LANDSCAPE AND GROUNDS MAINTENANCE SERVICES
FOR LIBRARY HEADQUARTERS AND AREA 8
(DISTRICTS 1, 4 and 5) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and delegate authority to the County Librarian to sign the attached Amendment No. 2 to Agreement Number 74139 with Midori Gardens Landscape Services to extend the term of the agreement on a month-to-month basis not to exceed three months. This amendment shall become effective on April 1, 2007.
2. Approve and delegate authority to the County Librarian to sign the attached Amendment No. 2 to Agreement Number 74140 with Midori Gardens Landscape Services to extend the term of the agreement on a month-to-month basis not to exceed three months. This amendment shall become effective on April 1, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This is to recommend that the Board approve an extension of up to three months each to the term of two existing agreements for landscape and grounds maintenance services. Approval of these amendments will allow the Public Library to continue providing landscape and grounds maintenance services for library facilities while completing the solicitation process for the award of new contracts. The affected contracts will expire on March 31, 2007.

Implementation of Strategic Plan Goals

Approval of the recommended amendments is consistent with the County's Strategic Plan in the areas of service excellence, fiscal responsibility, and organizational effectiveness.

FISCAL IMPACT/FINANCING

The estimated cost of the three-months extension for these contracts is \$10,000. The Public Library has sufficient funding available in its operating budget to finance this additional cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The two landscape and grounds maintenance services agreements for Library Headquarters and Area 8, will expire on March 31, 2007. Due to heavy workload demands, staff shortages and turnover, and the unplanned loss of a key staff person to jury duty for two and one-half months, the solicitation process will not be completed before the March 31, 2007 expiration date. Therefore, it is necessary to extend the current agreements on a month-to-month basis for a period not to exceed three months. The contractors have agreed to hold the same terms and conditions, which include all current County mandatory contracting requirements, for the proposed three months extension period.

County Counsel has reviewed and approved the proposed amendments as to form.

CONTRACTING PROCESS

The existing contracts were established through a previous solicitation process and awarded by the Board on September 3, 2002 and expire on March 31, 2007. On December 26, 2006 the Public Library solicited proposals for new contracts. The mandatory proposer's conference was held on January 12, 2007 and we received nine proposals on January 26, 2007. We are currently reviewing those proposals and anticipate completing the solicitation within the three months extension period. In addition, we are amending the current solicitations, consistent with the Board's action on February 6, 2007, to reflect the revised Living Wage rates. The requested extension will allow the Public Library sufficient time to complete the review and evaluation process and recommend new contract awards to the Board without discontinuing service under the current agreements.

IMPACT ON CURRENT SERVICES

Approval of the proposed amendments will assure the continuation of landscape and grounds maintenance services for County Public Library facilities until new contracts can be awarded.

CONCLUSION

Please return a conformed copy of the adopted Board letter to the Public Library and one copy to the Office of the County Counsel.

Respectfully submitted,



Margaret Donnellan Todd
County Librarian

MDT:DF:MR:cs

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Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors